

# HIGHLAND ACADEMY

CHARTER SCHOOL

## 2019-2020 Elementary School Handbook Signature Page

I have received a copy of the 2019-2020 Parent/Student Handbook and agree to abide by all policies contained in it. I recognize that all decisions regarding discipline and consequences are binding and will stand in all cases, but I do have the right to appeal to the Highland Academy Charter School Board of Directors. I also understand that Highland Academy Charter School is an independent charter school and that Beaumont Unified School District does not have authority to overturn any discipline decisions made by the Highland Academy Board or Administration.

Parent Signature:	Parent Name:
Student Signature	Student Name:

This signature document will remain on file in your student's cumulative file for the duration of their attendance at Highland Academy Charter School. All policies contained in the handbook apply to all students and parents.

# HIGHLAND ACADEMY

## CHARTER SCHOOL



## Elementary School Handbook

### 2019-2020

Welcome to Highland Academy! This is a positive and productive alternative for your child to continue their education. Highland Academy allows students to pursue educational opportunities in a project-based classroom, within the framework of the educational requirements of the Educational Standards of the State of California. The nature of Highland Academy gives teachers the opportunity to individualize instruction and the freedom to utilize various community resources to help students learn. We take the success of all of our students personally and are committed to helping them reach their goals.

# Academic Calendar

August 2019							December 2019							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
September 2019							January 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30						26	27	28	29	30	31		24/31	25	26	27	28	29	30
October 2019							February 2020							June 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5							1		1	2	3	4	5	6
6	7	8	9	10	11	12	2	3	4	5	6	7	8	7	8	9	10	11	12	13
13	14	15	16	17	18	19	9	10	11	12	13	14	15	14	15	16	17	18	19	20
20	21	22	23	24	25	26	16	17	18	19	20	21	22	21	22	23	24	25	26	27
27	28	29	30	31			23	24	25	26	27	28	29	28	29	30				
November 2019							March 2020							Alternate Schedule						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Per 1: 8:00-8:53						
					1	2	1	2	3	4	5	6	7	Per 2: 8:58-9:51 (Break After)						
3	4	5	6	7	8	9	8	9	10	11	12	13	14	Per 3: 10:05-10:58						
10	11	12	13	14	15	16	15	16	17	18	19	20	21	Per 4: 11:03-11:56 (Lunch After)						
17	18	19	20	21	22	23	22	23	24	25	26	27	28	Per 5: 12:35-1:28						
24	25	26	27	28	29	30	29	30	31					Per 6: 1:33-2:30 (Dismissed After)						
Color Codes							Holidays and Dates													
	Teacher Work Days						Aug. 7: First Day of School							Jan. 6: Start of 2nd Semester						
	First Day of School						Sept. 2: Labor Day							Jan. 20: MLK Day						
	No School						Oct. 4: End of 1st Quarter							Feb. 14: President's Day (Obs.)						
	Early Release Day (School out @ 1:25)						Oct. 14: CA Admission Day							Feb. 17-21: Pres. Week						
	Alternate Schedule						Nov. 11: Veteran's Day							March 20: End of 3rd Quarter						
	Minimum Day (School out @ 12:15)						Nov. 25-29: Thanksgiving Holiday							March 23-27: Spring Break						
	Last Day of School (Out @ 12:15)						Dec. 13: End of 1st Semester							May 25: Memorial Day						
							Dec. 16-Jan. 3: Winter Break							June 4: End of 2nd Semester						

# Student Schedules

## Kindergarten

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:25 Class				
9:25 - 9:40 Break				
9:40 - 11:30 Class				

## Grades 1-5

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:25 Class	8:00 - 9:35 Class			
9:25 - 9:40 Break	9:35 - 9:50 Break			
9:40 - 11:30 Class	9:50 - 11:30 Class			
11:30 - 12:05 Lunch	11:30 - 11:55 Lunch			
12:05 - 1:15 Class	11:55 - 12:25 Class			
1:15 - 1:30 Recess	12:25-1:25 Extra Cur			
1:30 - 2:30 Class				

\*All students TK-5 will also have PE

## Important Contact Information

Bethany Spellman	TK, K, 1st Grade	bspellman@highland-academy.org
Heather Saunders	2nd and 3rd Grade	hsaunders@highland-academy.org
Stephanie Hunsucker	4th Grade	shunsucker@highland-academy.org
Chris Valdivia	5th Grade, ASB	cvaldivia@highland-academy.org
Claudia Villeda	PE	cvilleda@highland-academy.org
Sam Mosher (front office)	Directors' Assistant	smosher@highland-academy.org
Brent Bishop	School Director	brentbishop@highland-academy.org
Billy McIntosh	Assistant Director	bmcintosh@highland-academy.org
Jen Djonne	After School Program	jdjonne@highland-academy.org
Kerrie Fairchild	Student Mentor	kfairchild@highland-academy.org

# Mission of Highland Academy

Highland Academy exists to build strong character, foster self-motivation, and help all of our students to Find their Genius. Students will be expected to strive for academic success with hard work, personal excellence through self-discipline, and develop strong character through honesty, integrity, and service.

## Character Education

We believe that academics is *only part* of what makes a great student. This school year, we will also be focusing on the following character traits that will greatly benefit you during your time here at Highland Academy and beyond!

1. **P**repare for Success
2. **A**ccept Responsibility
3. **C**hoose Wisely
4. Be **K**ind and Respectful

## Admission Policy

Highland Academy is a *school of choice* which is open to students in grades TK-8. The program is developed around the commitment of parents, students, teachers, and administrators who support excellent education. Each person in this partnership agrees to do the following:

Student	Parent/Guardian
<p><b>I understand that:</b></p> <ul style="list-style-type: none"><li>• I have chosen to attend a charter school.</li><li>• I will get textbooks (curriculum) and other core materials, a teacher, supplementary materials and all services and resources available at Highland Academy.</li><li>• I must follow all of the rules of the charter school.</li><li>• I have the same rights and responsibilities as any other student of the charter school.</li></ul>	<p>I understand that the major objective of Highland Academy is to provide a <b><u>voluntary or optional educational alternative</u></b> for my student. I agree to the conditions listed above under "Student". I also understand that:</p> <ul style="list-style-type: none"><li>• Enrollment in Highland Academy is an <b><u>optional alternative</u></b> that I have voluntarily selected.</li><li>• My student will not be enrolled as a student in another public or private school while attending Highland Academy.</li></ul>

### **I agree to:**

- Finish my assigned work and try my best at all times.
  - Listen to my teacher and other adults on campus and follow their directions.
  - Participate in all tests that my teacher or school give me.
  - Recognize that my attitude, behavior, and work ethic are the most important part of my education and success at Highland Academy.
  - Be kind and respectful to everybody I come in contact with at school.
  - Understand that any violation of these guidelines or failure to meet school requirements could result in me having to leave Highland Academy.
- I am liable for the cost of replacement or repair of damaged or lost books, electronics and other materials that are checked out to my student.
  - All materials and tutoring Highland Academy provides must be used to meet California Common Core Standards and for the use of the student enrolled in the charter during the school year.
  - It is my responsibility to provide any needed transportation to the school site for the student.
  - It is also my responsibility to ensure that my child participate in all State-Mandated exams.
  - I have the right to appeal to the school administration any decision about the student's placement or school program in accordance with the charter's procedures.

## **Attendance Policy**

Student success requires that schools, parents and students work together. Our job at Highland Academy is to provide the best and safest learning environment we can, given the resources we have. The job of parents is to ensure that their children come to school every day and *on time* with the materials they need to learn. The job of students is to come to school prepared to learn and understand that attendance, appropriate behavior, and completing assignments (including homework) will afford them the education they deserve.

Attendance is critical for success at Highland Academy Charter School. If students are not in class, then they are missing out on valuable instruction and learning activities. Please make sure your students are in school every day and that they are on time. **School begins at 8:00 am.** To be safe, please make sure your student is on campus by 7:45 so as to be in class on time.

### **Tardies**

- If students are not inside the classroom by the time the final bell rings for class, then they are considered tardy.
- After 3 tardies, the school may arrange a conference to discuss the tardiness issue with the student and/or parent(s). This meeting will be used to plan changes to get the student to class on time each day. The student may also be issued consequences.

- After 5 tardies, a second conference will be held to give formal notice of a continual problem and to work to find a suitable solution to the tardy problem.
- After 7 tardies, the student will be evaluated for continued enrollment and may be removed from the program.

## **Absences**

### **Excused**

Education Code Section 48205 permits a pupil to be excused from school under certain circumstances:

Illness

Medical, dental, optometry, chiropractic services

Quarantine

Funeral of immediate family, limited to 1 day in state, 3 days out of state

Court Appearance\*

Religious holiday or ceremony\*

Religious retreats limited to 4 hours per semester\*

Other reasons pursuant to board policy\*

\*Prior approval of these absences must be requested in writing by parent/guardian and approved by an administrator.

Please note that students who are sick from school for more than 3 days will be required to have a doctor's note upon returning to school.

To excuse an absence, a parent or guardian must notify the office *within 24 hours* to do so. Failure to notify the school in a timely manner will result in the absence being recorded as unexcused.

### **Unexcused**

Any absence for any reason other than those listed in Education Code Section 48205 above is considered unexcused. Students cannot have more than 3 unexcused absences per quarter.

If a student's unexcused absences exceed 3 in a quarter, school administration may contact you for a parent conference to address the attendance issue. This meeting will be used to plan changes to get the student to school each day. If improvement is not seen, the student will be evaluated for continued enrollment and may be removed from the program.

## **Early Pick-Ups**

We understand that there are times when you must pick up your children from school early because of appointments and other commitments, however we do ask that you try to limit early

pick-ups as much as possible as loss of instruction time can have a negative impact on student performance.

After 2:00 pm, our office staff is preparing for dismissal. If you have an afternoon appointment, kindly pick your child up before 2:00. You otherwise may be asked to wait for general dismissal at 2:30.

## Short Term Independent Study (STIS)

Short Term Independent Study may be an option for students who have unavoidable absences and will be absent for three (3) to twenty (20) consecutive days. If the student will be gone for more than 20 days, they must be withdrawn from Highland Academy.

Short-term independent study contracts will not be issued during State testing in April/May. **The school must receive 5 working days notice to prepare work for the student.** As a general rule, there will be no more than two (2) short-term independent student contracts granted per student per school year. Parents are requested to contact the office to request an Independent Study Contract, which will then be approved or denied by school administration. All student work must be submitted to the front office on the contracted day of return. If all work is returned with satisfactory progress, the student will maintain a clear attendance record.

Before requesting Independent Study, please make sure your student understands that they will be required to complete a substantial amount of work just like they would if they were in school. Often, an Internet connection may be required. If all work is returned to the office with satisfactory progress, the student will maintain a clear attendance record. If insufficient work is completed, then all absences will be counted as "unexcused".



## Grades

Students - Your teachers are here to help you! If you are having trouble understanding something, please do not be shy! Ask your teacher for help. As long as you are willing to put in the hard work necessary to do well in your class, your chance for success is very good.

This is the elementary grading scale at Highland Academy:

- 4 - Exceeds Standards
- 3 - Meets Standards
- 2 - Approaching Standards
- 1 - Below Standards

# KHFOOTY

We want all Highland Academy students to be safe and happy which is why we expect you to **Keep Hands, Feet, & Other Objects To Yourself!!** Students who are having problems following KHFOOTY may lose recess time or be assigned other consequences. Consequences will depend on the severity and frequency of the infraction(s).

## Emergency/Disaster Preparedness

Disaster preparedness and safety are discussed and practiced in all classrooms. School-wide drills are conducted on a regular basis to familiarize students and staff with emergency procedures. Highland Academy has a specific emergency plan that will be followed in case of an actual emergency. Staff members are assigned to teams which have been organized to carry out specific duties. First aid supplies are available for students who are in need of them.

**We ask that you follow these guidelines in the event of an actual emergency:**

1. *Please do not telephone the school* - phones will not be answered in the case of an emergency. Telephone lines must remain open for emergency services. The school will send information and updates to parents/guardians as soon as possible via automated texts, phone calls, and/or emails.
2. Tune your radios to local stations.
3. Remember that the school's priority is to keep your children safe until you are able to reach them, or until it is determined that it is safe to send them home.
4. Keep updated emergency contact information on file at the school. Students will not be released to anyone other than those individuals whose names are on file in our office.

### Earthquakes

If an actual earthquake occurs, students and staff will immediately "duck and cover." After the quake, the buildings will be evacuated and students will move to their evacuation location on the field or the parking lot. Evacuation maps are located in each room on campus.

### Fire Drills

In the event of a fire, buildings will be evacuated immediately. Students will move to their evacuation location.

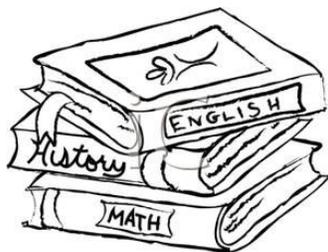
### Lockdowns

**Soft Lockdowns:** A precautionary security procedure due to a potential threat in the immediate vicinity not directly related to the school. Inside activities may continue as normal; however, all outside activities are canceled and all exterior doors locked. All ingress and egress will be by the main doors and under the supervision of a police officer or school administrator.

- An announcement will be made as follows via the PA system: *Your attention please: We are now on soft lockdown. All outside activities are canceled. Return to the building immediately. No outside activities are permitted.*
- School activities will go on as usual within the building.
- All exterior doors on campus will be locked.
- Ground floor windows will be closed and locked.
- The administration will consult with local law enforcement until the event is cancelled by an announcement.
- At any time during the soft lockdown it may be elevated to a hard lockdown if the circumstance warrants it and in consultation with the appropriate police department and administration.
- The school will communicate with parents, students and staff as appropriate.

**Hard Lockdowns:** The locking of all interior school doors as a result of a life-threatening event occurring inside the school, on school grounds, or immediately adjacent to the school. Exterior doors are also locked if the circumstances permit. All students and staff sequestered behind locked doors and proscribed personal safety procedures initiated.

- An announcement will be made as follows via the PA system: *Your attention please: We are now in hard lockdown. All outside activities are cancelled. Students who are outside must go to the nearest available securable room. All doors and windows will remain locked until notified otherwise.*
- When on hard lockdown, the teacher will take attendance and email the front office with any missing or additional students in their classroom.
- Ground floor windows shall be closed and locked, with all blinds and curtains closed.
- Students are discouraged from making personal calls and texts.
- All TVs, radios, and other non-essential electronic devices will be turned off.
- Communication between the teacher and the officer will be by email to the front office when possible. Phone in the front office will not be answered.
- Lights will be turned off and students will be seated in an area that is least visible from the outside door. Teachers and students should remain quiet. Students and teachers may not leave the room for any reason.
- Do not open the door for anyone. Police or emergency responders will have a key to the door for entry. Administration, police or emergency responders will "knock and announce" before entering.
- Do not react to class bells or fire alarms. Announcements via the PA system will give evacuation directions if appropriate or possible. (If an evacuation is ordered teachers will take attendance rosters with them)
- Faculty and students should know that it is okay to fight back if it becomes necessary to save lives.
- When the lockdown is lifted by the originating police agency and administration an announcement will state: "Your attention please: The lockdown is now ended."
- The office staff will communicate with parents, students and staff as appropriate.



# Student Health

## Immunizations:

Per state law, all students must be immunized before entering school. Waivers can only be accepted for medical reasons as verified by a medical doctor in writing. Please make sure all immunizations are current before the start of school. Required immunizations are:

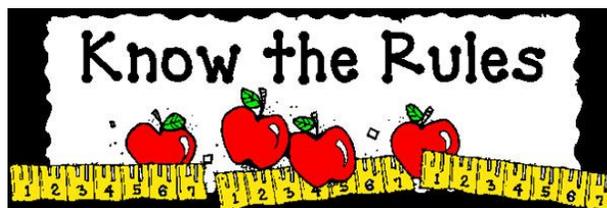
- Polio (4 doses)
- DTP (5 doses)
- MMR (2 doses)
- Hepatitis B (3 doses)
- Tdap (for 7<sup>th</sup> - 12<sup>th</sup>)
- Varicella (1 dose) - 2 doses for out of state/country

## Physical Examination:

All students are to have a complete health screening examination before entering Kindergarten. This examination can be obtained from your family physician.

## Medication:

If your student needs to take medication at school, we follow certain procedures to ensure the proper administration of the medication. AN ADULT must bring all medication to the school in its original, labeled container (NO baggies, etc.). California State law (E.C.49423) requires that before any child is given medication at school, we must have **written permission** from the parent/guardian and a physician (this includes over the counter medications). The proper permission form must be filled out by the physician **EACH** academic school year. If a child has been given permission to carry an inhaler, the office must still have the proper paperwork from a physician.



## Discipline Plan

As the primary educators of their children, parents are the first line of discipline and enforcement of the behavior codes at Highland Academy. Highland Academy relies on the support and cooperation of parents to ensure that their children understand and adhere to the guidelines at school and at school sponsored events. It is also the responsibility of parents to bring potential problems to the attention of school administration so they may be addressed.

Remember that all behavior guidelines and rules apply on campus and at **ALL** school sponsored events! Students are free to make their own choices as long as it doesn't create a problem for anyone else.

**Discipline plan rules include, but are not limited to:**

1. KHFOOTY - Students are expected to **Keep Hands, Feet, and Other Objects To Yourself**
2. Students are to be respectful of staff and other students at all times, in the classroom and on campus. Students will follow the rules and procedures established by classroom faculty.
3. Students are not to use foul language or profanity.
4. Students are expected to be on time.
5. Students should be prepared with class assignments completed. Students who do not complete their work or who are continually unprepared are considered to be in violation of the behavior code.
6. Students need to attend school every day; academic success is directly correlated to attendance.
7. Students are to refrain from public displays of romantic affection.
8. Bullying of any kind will not be tolerated. Sexual harassment, name calling, rumors, off-color humor, racial remarks, offensive or threatening language may all be considered bullying and are grounds for severe disciplinary action.
9. Cyber bullying in the form of text messages, posts or comments on social media sites such as Facebook, Instagram, Snapchat, Twitter, Google+, Tumblr, Vine, etc. are also not tolerated and will result in school discipline.
10. Students will refrain from providing, possessing, or using dangerous drugs, narcotics, drug paraphernalia, intoxicating liquors, tobacco, or any dangerous objects or weapons.
11. Students will refrain from defacing, damaging, littering, or destroying school property.
12. Students will refrain from disrupting, interfering with, or making it difficult for other students to gain an education. Continued classroom disruptions will be addressed with disciplinary action.
13. Students will refrain from causing, attempting to cause, or threatening to cause physical injury to another person.
14. Students will refrain from engaging in any activity or game that causes or attempts to cause physical discomfort to any student or includes any element of hazing.
15. Students will refrain from gambling or other games of chance or any other inappropriate practices on campus.
16. Students may not post or upload any image, photo, video, audio, or other electronic information to the Internet (e.g. YouTube, Facebook, Instagram, Snapchat, etc.) that contains anything regarding Highland Academy's facilities, events, students, teachers, staff, administration, etc, without the express written permission of an authorized agent of Highland Academy.

The faculty and staff of Highland Academy believe that a well-disciplined student body is essential for academic success. To achieve this goal, we have adopted a common set of beliefs. This set of core beliefs will be adhered to when dealing with student issues and concerns.

1. We believe that students are responsible for solving their own problems with adult guidance.
2. We believe that students should have the opportunity to learn from their mistakes.
3. We believe that preserving and/or enhancing students' self-respect and dignity is crucial to successful disciplinary action.
4. We believe that students should not see the adult as the source of their problem during a disciplinary action.
5. We believe the adults' emphasis should be placed on learning new behaviors instead of "paying" for past deeds.
6. We believe that discipline should be considered an opportunity for personal growth rather than something to be avoided.

We pledge to hold our students and ourselves accountable to this set of core beliefs regarding discipline. We also expect families will support the adopted set of core beliefs by ensuring that students who attend Highland Academy are not only academically prepared, but well-disciplined in thought and action.

### **Searches**

Highland Academy is responsible for maintaining order and discipline and to keep students, staff, and visitors safe. As such, searches and seizures can be conducted by school officials if "reasonable suspicion" exists that someone on campus is in possession of something that is against the rules, the law, or is dangerous. Highland Academy does not conduct "free-for-all" or "blanket searches". (New Jersey v. T.L.O.)

## **Classroom Discipline**

- This is a general guide for discipline matters. The first steps will vary depending on each classroom management plan and how teachers interact with students. With all actions below, teachers are instructed to diffuse as much as possible. Teachers will avoid confrontation and will not engage students in argument or debate in front of the class.
- Not all infractions require a consequence. Teachers will work with students to allow them to learn from their poor choices and to decompress where appropriate.

1. Verbal or Nonverbal Warning
2. Move student to an isolated seat in another part of the room
3. Have student step outside for 2-3 minute supervised decompression
4. "Bouncing" the student to another classroom
5. Loss of recess or free time
6. Lunch Detention
7. After School Detention (Accompanied by a phone call home to parents)
8. Referral to Office

*\*If the offense is of a serious nature, some or all of the above steps may be skipped. Any discipline issue that may result in In-School Suspension (ISS), Out-of-School Suspension (OSS), or Expulsion will be handled by school administration.*

## Valuables

Expensive jewelry, electronics, and other personal items should not be brought to school. **The school is not responsible in the case of any damaged, lost, or stolen valuables.** Only enough money necessary for lunch and other basic needs should be brought to school.

### Cell Phones:

We recognize that cell phones present a convenient way to stay in communication with your child. However, cell phones can be a disruption to the teaching and learning process; therefore, if you allow your child to carry a cell phone it must remain **off and out-of sight** during all classroom time. If a student uses a cell phone during class time, it will be confiscated, securely stored in the office, and a parent may need to pick it up from administration.

Parents: Please do not call or text your student during class time. If you need to reach your student, please wait until recess, lunch, or after school. If it is an urgent matter, please call the main office at 951-266-0220.

Students are responsible for the content of their cell phone; students should not let other students use their cell phone unsupervised. **As with other electronic devices, damaged, lost, or stolen cell phones are not the responsibility of the school.**

*In the event that school administration receives reports of cyber bullying or inappropriate content (photos, posts, text messages, videos, etc.) on a student's phone, we reserve the right to question the student and search his or her phone to substantiate or negate the report. In the event that evidence is found to substantiate the report of inappropriate use of a cell phone, the school reserves the right to administer discipline and/or contact law enforcement as necessary.*

During school hours, students should not participate in the following activities on their phones:

- Watching videos on Youtube.com or similar sites
- Playing Video Games
- Taking photos and/or videos of other students without their permission
- Posting photos and/or videos of other students to social media sites without their permission

### Music and Speakers:

Students are permitted to listen to music during recess or lunch using headphones. Speakers are not allowed.

## Dress Code

Education Code 35183 authorizes schools to adopt dress codes. Parents are asked to assist the Highland Academy in enforcing the school's dress code. Please look carefully at the dress code prior to purchasing clothing for wear at school. Violations of the dress code are considered violations of the behavior contract.

The Dress Code for Highland Academy is:

1. Shoes will be worn at all times. Sandals or flip-flops may be worn during warm months. Tennis shoes must be worn for PE.

2. In general clothing must be modest and not be a distraction to the educational environment. Shirts worn by both girls and boys must cover the midriff and have sleeves - shoulders must be covered. Strapless tops, tank tops, spaghetti straps, and halter-tops may not be worn. Clothing must conceal undergarments at all times. Oversized apparel, including baggy pants worn low on the waist (known as sagging) may not be worn at school. Skirts, shorts, or dresses cannot be shorter than the tip of the student's fingers with arms extended down at their sides. Excessively large/long shirts or overalls with unfastened straps are not allowed. Clothings that is ripped, torn, or has holes exposing parts of the body that should be covered (i.e. shoulders, thighs, etc.) cannot be worn.
3. Clothing or accessories shall be free of writing, pictures, or any other insignia, which are crude, violent, obscene or sexually suggestive, which advocate racial, ethnic, religious, or other prejudice or the use of tobacco, drugs or alcohol, or are otherwise considered inappropriate.
4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school.
5. Identified gang attire such as bandannas, haircuts or hair rollers, baggy shorts with long white socks, "do rags," or any gang-related/gang-type paraphernalia are prohibited.

### **Parents**

We ask that all Parents, Students, and other Guests to support Highland Academy by wearing appropriate apparel that adheres to the explained dress code when visiting the school site.

## **Hall Passes**

Any student outside of class during class time must have a note or hall pass. Students who do not have a pass may be considered truant.

## **Clean Campus**

Highland Academy strives to maintain a clean campus daily by students and staff. Students must clean around their eating location after every meal. Students must clean around their work station in each class prior to dismissal every period of the day. Please place all refuse in the proper receptacles. This is your school. We depend upon students to express pride in Highland Academy by using self-discipline and by being responsible members of the school community. Students are expected to take proper care and to participate in maintaining a clean (litter free) and attractive free campus.

## **Academic Honesty**

Teachers will work with elementary students to help them begin understanding what academic honesty is and why it is important. Any detected instances of plagiarism or cheating will be discussed with the student and parent(s) by the teacher or school administration. Depending on the nature of the offense, consequences may be issued. Continued and repeated violations and could result in more severe discipline measures and even possible removal from Highland Academy.

## Chromebooks

Students will have access to Chromebooks in their class. Chromebooks are only to be used under the supervision of an adult for academic purposes. Social Media, games, or other leisurely activities are not allowed at anytime (this includes during recess or lunch).

Students are expected to treat Chromebooks carefully and responsibly. Access to technology is a privilege and not a right. Students who misuse Chromebooks may have their computer privileges taken away. Students will be responsible for the costs of any damages caused through negligence or vandalism.

## Acceptable Use Policy

Highland Academy believes that technology is not only a tool to improve your learning while in school, but also a tool to improve your ability to successfully deal with the future. Students will be expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior in using the network. Without a doubt, the Internet is a fantastic resource for everyone. However, because this is the Internet, and therefore is not controlled by a single person or group, any number of things can be found on it. For the most part, the information that can be found is useful. However, some material found on the Internet may not be appropriate for students of any age. Highland Academy will be using a filter to help restrict access to inappropriate material found on the Internet. However, these filters are not foolproof. That is why Highland Academy is establishing an Appropriate Use Policy or AUP. AUP is a contract which the student, teacher and parent agree upon. It states that the student will use the Internet in an appropriate manner. **It is a general policy that all computers and technology used through Highland Academy are to be used in a responsible, efficient, ethical and legal manner.**

Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of technology can result in disciplinary action. Highland Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of computers or other technologies. While using the internet can be valuable, there are some risks you should keep in mind when using these tools. Online the lines are blurred between what is public or private, personal or professional. We've created these guidelines for you to follow.

### Examples of Acceptable Use\*

- Using computers for school assignments or activities.
- Be polite! Follow the same guidelines for respectful, responsible behavior online that you are expected to follow offline. Never post or send, or encourage others to post or send, abusive or inappropriate messages.
- Treat the internet, particularly social media, carefully and alert a trusted adult if there is any problem.
- Alert a teacher or other staff member if you see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of yourself and others.

*\*This is not intended to be an exhaustive list. Users should use their own good judgment when on the internet.*

## Examples of Unacceptable Use\*

- Visiting inappropriate sites or viewing inappropriate content
- Using Chromebooks or other technology under somebody else's account.
- Use social media in a way that could be personally or physically harmful to yourself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Engage in anything that is illegal or unethical. Illegal activities of any kind are strictly forbidden, and subject to disciplinary action including suspension and/or expulsion.
- Do not use the network in any way that would disrupt use of the network by others.

*\*This is not intended to be an exhaustive list. Users should use their own good judgment when on the internet.*

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

## Cyberbullying

Cyberbullying is not tolerated. Harassing, dissing, threatening, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, could result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

## Vandalism

Is defined as any malicious attempt to harm or destroy data or hardware of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal action.

## Security

On any computer system security is a high priority because there are so many users. If you identify a security problem, notify a teacher or school administrator. Never demonstrate the problem to other users. All use of the system must be under your own account. *Protect yourself - Logging out of your account at the end of use must be a priority!*

## Privacy

Please be aware that while on the Highland Academy network, your computer use, email messages, and even what is on your screen at any given time may be monitored. Any inappropriate use could result in loss of computer privileges as well as disciplinary action. While

on the Highland Academy network there is no expectation of privacy. Any misuse of computers will be considered a violation of the school's behavior code.

### **Privilege**

The use of technology is a privilege, not a right, and inappropriate use will result in a removal of those privileges. School administration may close an account at any time deemed necessary. Highland Academy may deny, revoke, or suspend specific user accounts.

### **Limitation of Liability**

Highland Academy will not be responsible for damage or harm to persons, files, data, or hardware.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have severe disciplinary repercussions, including:

- Loss of computer privileges.
- Suspension or recommendation for expulsion
- Notification of law enforcement / Legal action
- Additional consequences as determined by Administration.

## **Voluntary Withdrawal Policy**

In the event that you choose to voluntarily withdraw your student from school, the following criteria must be met:

- All school materials and devices (Chromebooks, jerseys, locks, equipment, etc) must be returned to the Main Office
- All fees for fundraising money, damaged property, etc. must be paid in full to the Main Office
- A signed withdrawal letter must be completed with Administration in the Main Office

If these criteria are not met, Highland Academy will not release student cumulative files to their new school. All questions regarding any of these items should be directed to Mrs. Sam Mosher in the Main Office

*Please note that Highland Academy is an Independent Charter School. When a student leaves Highland Academy, either through withdrawal or promotion, they will be required to enroll at the new school/district they will be attending, even if they attended there previously.*

## **Damage of Property**

Students who willfully destroy or damage devices or school equipment or electronic devices will be subject to disciplinary consequences by school administration and parents may be billed for replacement costs of devices damaged willfully. Determination of willful destruction will be made upon an investigation of the incident by school administration.

## Lunch and Food on Campus

Highland Academy offers daily lunches that meet the nutritional guidelines of the National School Lunch Program. Any student who wishes to purchase a lunch may do so, but they must pre-order it beforehand using an online ordering system.

More information regarding ordering lunches online or who qualifies for free or reduced lunches can be found by contacting the front office.

Note: Energy drinks and other beverages and snacks that contain large amounts of caffeine, added sugars, other additives, and legal stimulants such as guarana, taurine, and L-carnitine should not be brought to school.

## Promotion / Acceleration / Retention

The Board of Directors of Highland Academy Charter School expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting the grade-level standards of expected student achievement established by the Governing Board.

### **Acceleration: Grades K-8**

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Executive Director or Asst. Executive Director and with the consent of the parent/guardian, upon determination that the child is ready for first grade work. The principal/designee may recommend a student enrolled in any grade between first and eighth for acceleration into a higher grade level when high academic achievement is evident. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate.

### **Promotion/Retention: Grades 2-8**

Students shall be considered for promotion and retention in specific subject areas and between certain grade levels:

1. Second grade and third grade in reading,
2. Third grade and fourth grade in reading,
3. Fourth grade and fifth grade in reading, English language arts, and math,
4. The end of elementary grades (grade 5) and the beginning of middle school grades (grade 6) in reading, English language arts, and math,
5. The end of middle school grades (grade 8) and the beginning of high school (grade 9) in reading, English language arts, and math.

As early as possible in the school year and in the students' school careers, teachers shall identify students who should be retained or who are at risk of being retained in accordance with State law and Board Policy. When a student has more than one teacher, the Program Director shall determine which individual teacher or teachers shall be responsible for the promotion/retention decision.

Students shall be identified on the basis of grades and the following other indicators of academic achievement: the assessment results on the State's Standardized Testing and Reporting Program and the minimum levels of proficiency recommended by the State Board of Education, school-designed, standards-based, grade-level skills exams, including a writing sample and an open-ended assessment. When a student is identified as being at risk of retention, parents/guardians shall be notified as early in the school year as practicable. In addition to being notified, a student's parent/guardian shall have the opportunity to consult with the teacher or teachers responsible for the decision to promote or retain the student.

### **Special Needs Students**

Special education and Section 504 students are expected to master the core academic content standards to the maximum extent appropriate. Special education students may be retained through the Individual Education Plan (IEP) process. Elementary and middle school students enrolled in special programs shall meet the goals stated in their Individual Education Plans (IEPs) or Section 504 Plans.

### **Right to Appeal**

Parents/guardians may appeal the decision to retain a student. This appeal must be made in writing to the Board of Directors within 30 calendar days of the retention order issued by the Executive Director. The Board of Directors must respond to the appeal within 30 calendar days of receipt of the appeal from the parents.

### **Remedial Instruction**

To assist students in overcoming academic deficiencies, the School shall offer programs of direct, systematic, and intensive supplemental instruction to students in grades two through eight, inclusive, who have been retained or who have been recommended for retention, pursuant to Education Code 48070.5. Supplemental instruction may also be offered to grades two through eight to students who are identified as being at risk of retention. Such opportunities may include but are not limited to tutorial programs, before / after school programs, Saturday programs, intersession and summer school programs. Services shall not be provided during the regular instructional day if that would result in the student being removed from classroom instruction in the core curriculum. This supplemental instruction program shall be developed in accordance with the requirements of Education Code 37252.5.

